



Health and Safety Policy

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8th January 2024

Introduction

The following statements within this document define and establish our Health and Safety Policy which is designed to control all areas of risk arising from all our work activities which may affect employees, others or members of the public.

This Policy details individual responsibilities and safe working practices and provides procedures to monitor the effectiveness of the Policy. It is the intention of Northern Steeplejacks Edinburgh Limited to manage the Health & Safety on all its projects with minimum risk and to prevent injury to health of any operatives/employees or any other persons affected by the operations. The effective implementation of this Policy requires the active participation from all levels of management and all parties contracted or sub-contracted to carry out any works together with any specialist operatives/employees so as to provide a safe place of work, which complies fully with Health, Safety and Environmental guidelines.

Northern Steeplejacks Edinburgh Limited have a devoted commitment to the environment. Our **Environmental Policy** accompanies this document.

Statement of Safety Policy

The Directors of Northern Steeplejacks Edinburgh Limited recognise that they hold the primary responsibility for the health and safety and welfare at work of all its employees, whether they are at work on company premises or undertaking company business elsewhere

This responsibility extends to a duty of care to cover other persons not employed by but on the premises or to those carrying out company business.

Northern Steeplejacks Edinburgh Limited undertakes to conduct its business in such a way as to ensure that all reasonably practicable steps are taken to minimise the risk to clients/customers and members of the general public.

Northern Steeplejacks Limited will comply with all statutory requirements under the Health & Safety at Work Act 1974 and any subsequent legislation that may be introduced.

Northern Steeplejacks Edinburgh Limited will so far as reasonably practicable:

- Employ persons who are competent in the work for which they are engaged and not a danger to themselves or to others.
- Provide such information, instruction, training, and supervision as is necessary to promote the health, safety and welfare at work of employees.
- Provide and maintain equipment with which to work.
- Ensure safety and minimisation of risks to health, in connection with the use, handling, storage and transportation of articles and substances.
- Ensure that all employees are aware of the Company's attitude to health & safety and safety rules.
- Provide and maintain a working environment with minimum risks to health and welfare. Which is adequate with regard to facilities and arrangements for health and welfare.
- Instigate, provide and maintain safe and proper methods and systems of work to minimise risk to health and safety.

It is recognised that all employees have a responsibility while at work to:

- Take reasonable care for the safety of themselves and any other person who may be affected by their acts or omissions at work.
- Comply with any duty or requirement imposed or laid down by the Company whether statutory or not, in the interest of safety, health and welfare.
- Refrain from the wilful misuse, interference or removal of anything provided in the interest of health, safety and welfare and any action that might endanger themselves or others.

For and on behalf of Northern Steeplejacks Edinburgh Limited:

Signed:.....
Lee Noon – Director

Date: 8th January 2024

General Responsibilities

The overall and final responsibility for Health and Safety in the organisation is that of the company directors: Andrew King, Les Neil, Lee Noon & Marian King

Andrew King, Les Neil, Lee Noon & Marian King are responsible for this policy being carried out. The above along with members of staff from all Departments form a health and safety committee who meet quarterly.

The Health & Safety assistants / competent persons are Les Neil and Lee Noon

Lee Noon will be responsible as the Staff Health & Safety Representative

As part of our responsibilities Northern Steeplejacks Ltd will ensure the following:

- *Andrew King and management team will actively encourage and demonstrate by example, a commitment to promoting a positive Health and Safety culture.*
- *Fully involve all staff in our Health and Safety procedures and consult at all levels to ensure good two-way communication;*
- *Ensure adequate cover for Employers' Liability Insurance is in place and display the certificate in our workplace;*
- *Ensure that the Health & Safety Policy and Welfare Management System is kept up to date;*
- *Review the Health, Safety and Welfare Management System on a regular basis or if there is a need to address any issues, at any time;*
- *Establish good reporting procedures and maintain a record of significant findings, in addition to the legal requirements to record and monitor our procedures;*
- *Provide and liaise with an appointed Health and Safety Representative (Internal & External source) and have access to Health and Safety advice, in order to ensure we work within the current legislation;*
- *Make sure that the risk management systems are in place and effective. We will consider these in identifying risks, evaluating their potential consequences and determine an effective method of eliminating or controlling personnel, and where the risks cannot be eliminated, action will be taken to minimise the impact;*
- *Make sure that the whole of the Health and Safety requirements of the company are addressed and that individuals are aware of their own responsibilities;*
- *Ensure that this policy will be supported by supplementary written procedures, arrangements and guidance;*
- *Provide the necessary support and assistance (interpreters, appropriate signage, etc.), should we employ or utilise the services of anyone who is non-English speaking.*
- *Employees have a legal duty to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions and to fully engage in the environmental policy.*

The following persons are responsible for Health & Safety in particular areas as designated:

Responsibilities of Managing Director

The Managing Director has overall responsibility under the Health and Safety at Work Act 1974 for health and safety matters within the Company and in particular will:

- Take an active role around health and safety matters by promoting a positive work culture and acting promptly where deficiencies are identified;
- Ensure that resources are widely available for the successful implementation of the Health and Safety Policy;
- Delegate responsibilities to appointed, competent persons who will manage the Health, Safety and welfare arrangements within the company;
- Ensure agendas for meetings incorporate Health and Safety matters, to ensure that the policy requirements detailed above, are fulfilled;
- Regularly review the Health and Safety standards and practices within the company and ensure that at least annually or more frequently, this Health and Safety policy is reviewed and reflects any relevant changes (business activities or legislation and guidance);
- Take an active role within the investigation procedure for serious accidents, incidents and cases of ill health. We will ensure that serious incidents are reported in accordance with RIDDOR, and will seek assistance from Peninsula Business Services where necessary;
- Nigel James has the ultimate responsibility for ensuring that all contractors carrying out maintenance and or construction work on the premises, are passed through the selection process, whereby we will require evidence of their competence and other supporting documentation (risk assessments, method statements, Health and Safety policy, accident reporting procedure, etc.).

Responsibilities of Health & Safety Director

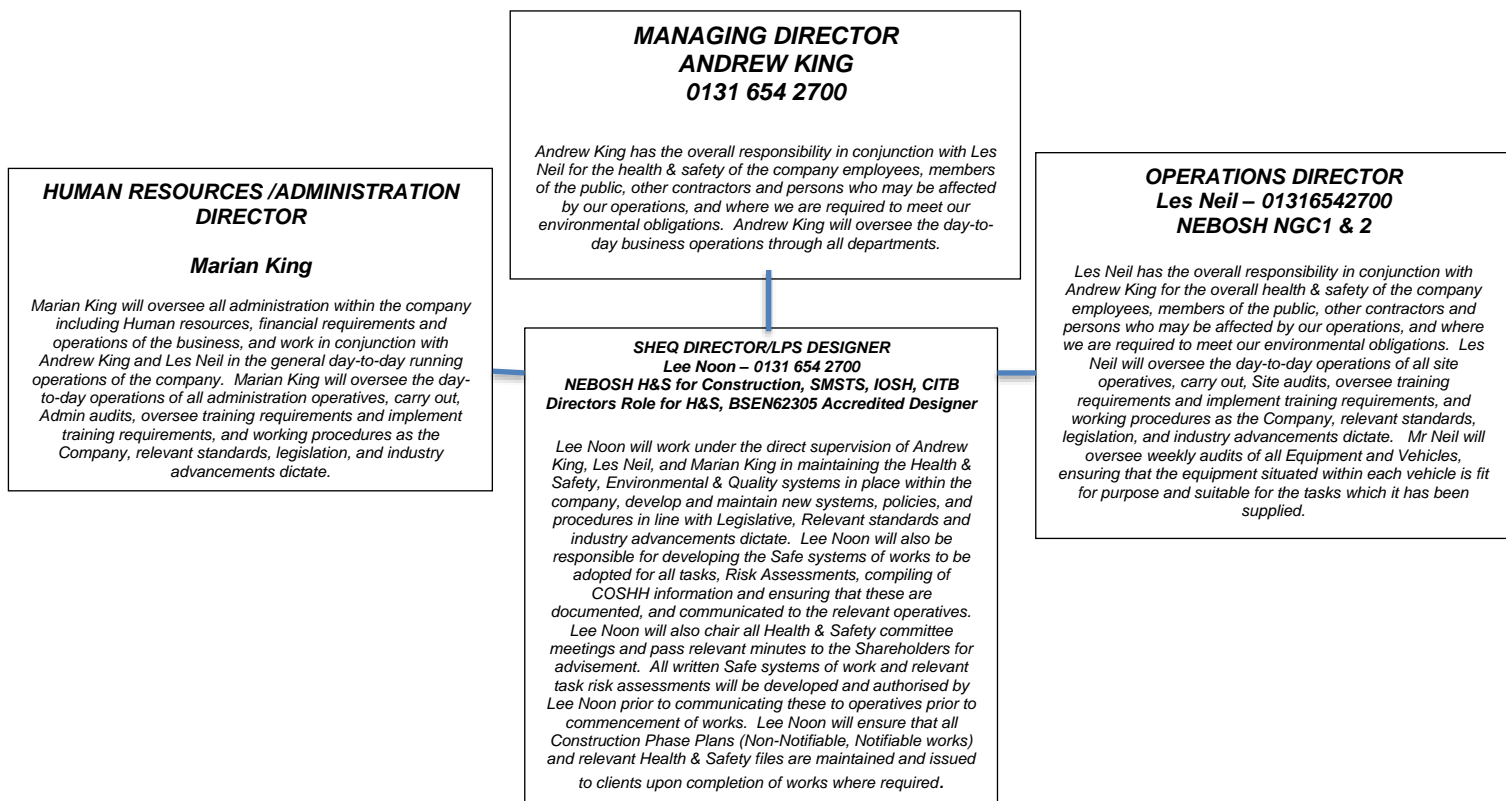
The person identified as the overall responsible person for overseeing the day-to-day activities and maintaining high standards of Health and Safety within Northern Steeplejacks Ltd is Lee Noon.

They will:

- During meetings, inform the Managing Director of any Health and Safety issues or concerns that have the potential to affect the company, our employees or others who may come into our company;
- Following meetings, they will consult with employees and any other relevant persons on Health and Safety matters through team meetings, memos, toolbox talks or on the noticeboards;
- Consider arrangements if/when purchasing materials and equipment outside the EU to ensure that the relevant Product Safety Legislation and Labelling requirements are complied with thorough manufacturer instructions, maintenance schedule and Safety Data Sheets;
- Ensure that the premises are maintained in a safe and sound condition by carrying out or, outsourcing testing, inspection and maintenance as applicable. This may include:
 - Fixed electrical installations;
 - Portable Appliance testing;
 - Fire alarm tests;
 - Facilitate Fire evacuation drill;
 - Fire extinguishing media checks;
 - Emergency lighting checks;
 - Carry out a first aid needs assessment;
 - Housekeeping – Premises, Yard and offices
 - Combustible waste;
 - Access and Egress to premises.
- Make suitable arrangements for supervision and monitoring of employees (and sub-contractors) so far as is reasonable, taking into consideration the level of risk from the work activities and the competence within the workforce;

- Ensure so far as is reasonably practicable, work equipment and PPE (Personal Protective Equipment) is supplied to employees, and any other persons who enter our workplace and may be affected by our activities. These will be assessed for suitability and where necessary, maintained;
- Ensure that our external Health and Safety advisory service, Peninsula Business Services and any other specialist advisors as required, are informed of:
- Any dangerous occurrence, incident or work-related illness which caused or had the potential to cause serious injury or ill health;
- Any proposed changes to the business (premises location, activities or management structure);
- Any potential new hazards brought to attention that may need to be assessed within the current risk assessments;
- Any notification of health and safety failings from enforcing authorities through correspondence or visits;

HEALTH & SAFETY ORGANISATIONAL CHART – DIRECTOR DUTIES



Responsibilities of Managers and Supervisors

All Managers and Supervisors are required to:

- *Read and understand Northern Steeplejacks Ltd Health and Safety Policy and comply with the arrangements identified in this document;*
- *Understand the importance of a positive Health and Safety culture by leading by example and enforcing health and safety rules;*
- *Co-operate with Northern Steeplejacks Ltd to fulfil our various statutory requirements;*
- *Ensure compliance of the company's requirements under health, safety and environmental legislation.*
- *Monitoring on a daily basis that high standards of health & safety practices and procedures which are in place are maintained.*
- *Ensure that risk assessments are acted upon and that the results are shared with employees undertaking those activities;*
- *Report to The health & Safety Director/Managing Director any health and safety concerns, which they are not able to resolve.*

Responsibilities of all Employees

All employees have legal duties under the Health and Safety at Work Act 1974. These duties are:

- *To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work;*
- *To co-operate with the management to enable the employer to carry out legal duties or any requirements as may be imposed;*
- *Not to intentionally or recklessly interfere with, or misuse any item provided in the interest of Health, Safety and Welfare.*

In order to fulfil these duties, employees of Northern Steeplejacks Ltd will:

- *Upon receiving of any health and safety information, familiarise themselves with the procedures relating to their work activities;*
- *Abide by the requirements set out in the Policy and Risk Assessments and raise any issues with their Manager;*
- *When carrying out work on our client's premises, employees will follow the site safety rules and be familiar with the emergency procedures;*
- *When working with company vehicles, machinery/equipment, materials or substances, ensure that they are used in accordance with the manufacturers guidance and follow the information, instruction and training provided by Beacon Country House Hotel Ltd. This includes:*

Following the Safe System of Work and not misusing equipment/machinery

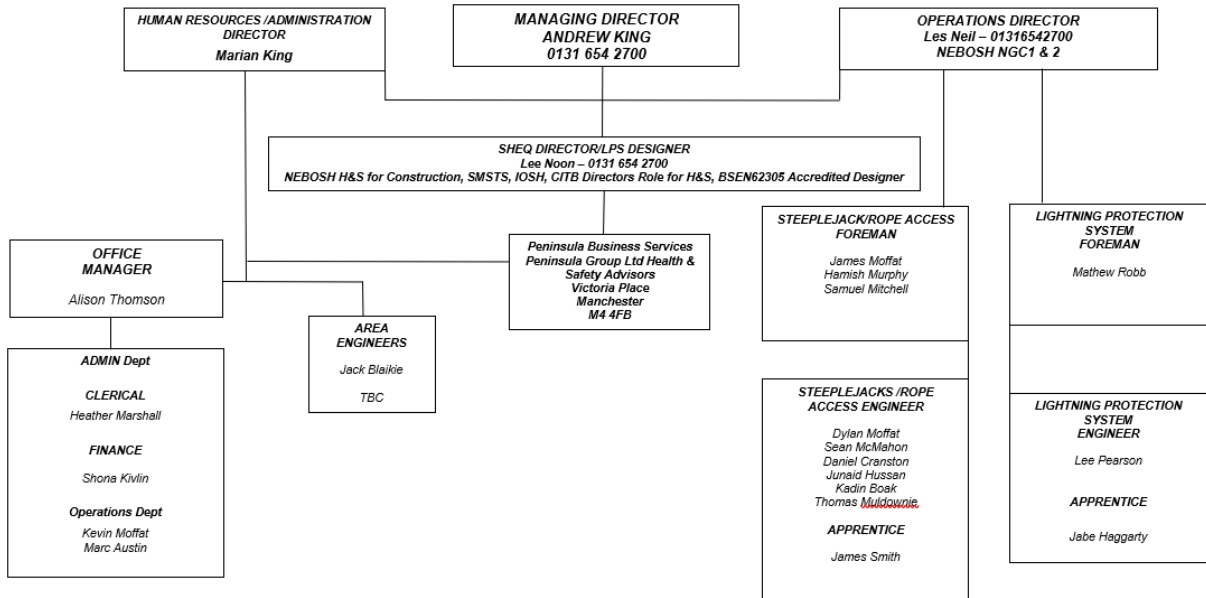
Not to knowingly use defective equipment and report immediately to the superior if any defects are found

Wearing suitable PPE that has been provided, and ensure maintenance is carried out including reporting loss or damage.

- *Report any colleagues who are not complying with the safety arrangements to their manager. This includes safety concerns, accidents or near misses;*
- *Not to work under the influence of alcohol or drugs.*

All employees of Northern Steeplejacks Ltd are aware that any activity carried out which places colleagues or others in danger, or those who breach their legal requirements under health and safety legislation is a criminal offence and following further investigation, action may be taken against the individual by the company or an Enforcing Authority.

HEALTH & SAFETY ORGANISATIONAL CHART



Other delegated responsibilities are set out in specific areas of this policy.

Construction Design and Management

As a contractor Northern Steeplejacks Edinburgh Ltd have a number of specific duties to which we must comply as determined by the Construction Design and Management Regulations 2015 Regulation 15 Duties of contractors we will ensure the following:

- (1) As a contractor we will not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.*
- (2) As a contractor we must plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.*
- (3) Where there is more than one contractor working on a project, As a contractor we must comply with—*
 - any directions given by the principal designer or the principal contractor; and*
 - the parts of the construction phase plan that are relevant to that contractor's work on the project.*
- (4) If there is only one contractor working on the project, As a contractor we must take account of the general principles of prevention when—*
 - design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and*
 - estimating the period of time required to complete the work or work stages.*
- (5) If there is only one contractor working on the project, the contractor must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.*
- (6) The construction phase plan must fulfil the requirements of regulation 12(2).*
- (7) A contractor must not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.*
- (8) A contractor must provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.*
- (9) The information provided must include—*
 - a suitable site induction, where not already provided by the principal contractor;*
 - the procedures to be followed in the event of serious and imminent danger to health and safety;*
 - information on risks to health and safety— (i) identified by the risk assessment under regulation 3 of the Management Regulations, or*
 - (ii) arising out of the conduct of another contractor's undertaking and of which the contractor in control of the worker ought reasonably to be aware; and*
 - Any other information necessary to enable the worker to comply with the relevant statutory provisions.*
- (10) A contractor must not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.*
- (11) A contractor must ensure, so far as is reasonably practicable, that the requirements of Schedule 2 are complied with so far as they affect the contractor or any worker under that contractor's control.*

Within our duties as a contractor we will also comply with and ensure the following:

As a contractor we must not carry out any construction work on a project unless we are satisfied that the client is aware of the duties, they have under CDM 2015. In cases where we as the contractor is the only one involved, we must liaise directly with the client to establish this. Liaison can be done as part of routine business during early meetings with the client to discuss the project. As a contractor we will make sure they have a sufficient knowledge of client duties as they affect the project so they can give proper advice. The level of advice will depend on the knowledge and experience of the client and the complexities of the project.

As a contractor we are required to plan, manage and monitor the construction work under their control so it is carried out in a way that controls the risks to health and safety. The effort devoted to planning, managing and monitoring should be proportionate to the size and complexity of the project and the nature of risks involved.

In planning the work, and as a contractor we will take into account the risks to those who may be affected, e.g. members of the public and those carrying out the construction work.

On single contractor projects, as the contractor we are responsible for planning the construction phase and for drawing up the construction phase plan before setting up the construction site. The client must provide any relevant pre-construction information they possess and the time and other resources to help us to do this.

We shall monitor our work to ensure that the health and safety precautions are appropriate, remain in place and are followed in practice. We will monitor this using a mix of measures to check performance and taking prompt action when and if issues arise.

Appointing and employing workers

When Northern Steeplejacks Edinburgh Ltd employs or appoints an individual to work on a construction site, we will make enquiries to make sure the individual:

- (a) has the skills, knowledge, training and experience to carry out the work they will be employed to do in a way that secures health and safety for anyone working on the site; or*
- (b) is in the process of obtaining them. Paragraphs 163–173 give guidance on what a contractor should consider when appointing anyone who has gaps in the skills, knowledge or experience necessary for the work.*

We will not solely place industry certification cards (CSCS) or similar being presented to them as evidence that a worker has the right qualities. Northern Steeplejacks Edinburgh Ltd will require nationally recognised qualifications (such as National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)) as assurance that the holder has the skills, knowledge, training and experience to carry out the task(s) for which they are appointed.

As a contractors we recognise that training on its own is not enough. Newly trained individuals need to be supervised and given the opportunity to gain positive experience of working in a range of conditions.

When appointing individuals who may be skilled but who do not have any formal qualifications, contractors may need to assess them in the working environment.

Training workers

To establish whether training is required for any worker we will:

- (a) assess the existing health and safety skills, knowledge, training and experience of our workers;*
- (b) compare these existing attributes with the range of skills, knowledge, training and experience they will need for the job; and*
- (c) identify any shortfall between (a) and (b). The difference between the two will be the 'necessary training'.*

This assessment of worker training we will take account of the training required by other health and safety legislation (e.g. section 2 of HSWA) as well as that needed to meet the requirements of CDM 2015.

Assessing training needs is an ongoing process throughout the project. Further training may be required if which we will provide if:

- (a) the risks to which people are exposed alter due to a change in their working tasks;
- (b) new technology or equipment is introduced; or
- (c) the system of work changes.

Providing supervision

As a contractor who employs workers or manages workers under our control we will ensure that appropriate supervision is provided. The level of supervision provided will depend on the risks to health and safety involved, and the skills, knowledge, training and experience of the workers concerned.

Workers will require closer supervision if they are young, inexperienced, or starting a new work activity. Other factors that should be considered when assessing the level of supervision needed include the level of individuals' safety awareness, education, physical agility, literacy and attitude. Even experienced workers may need an appropriate level of supervision if they do not have some or all of the skills, knowledge, training and experience required for the job and the risks involved. Workers should always know how to get supervisory help, even when a supervisor is not present.

Supervisors are a vital part of effective management arrangements. Effective supervisors are those who have the skills, knowledge, training, experience and leadership qualities to suit the job in hand. Good communication and people management skills on site are important qualities for supervisors. Where site workers are promoted to a supervisory role, they should be provided with nationally recognised site supervisor training which includes leadership and communication skills.

The role of the supervisor may include team leading, briefing and carrying out toolbox talks. It may also include coaching and encouragement of individual workers and supporting other formal and informal means of engaging with workers. The supervisor has a particularly important part to play as a front-line decision maker in emergencies or when workers on site face immediate risks that may require work to stop (see paragraph 68).

Providing information and instructions

Contractors should provide their employees and workers under their control with the information and instructions they need to carry out their work without risk to health and safety. This must include:

- (a) suitable site induction where this has not been provided by the principal contractor. In such cases, the guidance provided in paragraphs 133–134 for principal contractors is relevant to contractors;
- (b) the procedures to be followed in the event of serious and imminent danger to health and safety. These should make clear that any worker exposed to any such danger should stop work immediately, report it to the contractor and go to a place of safety. The procedures should: (i) include details of the person to whom such instances should be reported and who has the authority to take whatever prompt action is needed;
- (ii) take account of the relevant requirements which set out provisions relating to emergency procedures, emergency routes and exits and fire detection and fire-fighting;
- (c) information on the hazards on site relevant to their work (eg site traffic), the risks associated with those hazards and the control measures put in place (eg the arrangements for managing site traffic).

Preventing unauthorised access to the site

A contractor must not begin work on a construction site unless reasonable steps have been taken to prevent unauthorised access to the site. For projects involving more than one contractor that are:

- (a) small and straightforward, this can be carried out via a phone call or at an early meeting with the principal contractor (who is required to ensure reasonable steps are taken in this respect) before the contractor starts work on site;

(b) larger and more complex (eg where different contractors are authorised to access different parts of the site), contractors should liaise with the principal contractor to make sure they understand which parts of the site they are authorised to access and when before they start work.

For projects involving only one contractor, the contractor must do whatever is proportionate to prevent unauthorised access before starting work on the site. In these circumstances, the guidance provided for principal contractors is also relevant for contractors

Providing welfare facilities

Contractors are required to provide welfare facilities which meet the minimum requirements set out in Schedule 2. This duty only extends to the provision of welfare facilities for the contractor's own employees who are working on a construction site or anyone else working under their control. Facilities must be made available before any construction work starts and should be maintained until the end of the project.

The duty is as far as is reasonably practicable, so contractors should do whatever is proportionate in providing the welfare facilities set out in Schedule 2. Guidance on what is proportionate in providing welfare facilities on construction sites is contained in HSE's Construction Information Sheet, Provision of welfare facilities during construction work.⁷

On projects involving more than one contractor, meeting this duty will involve discussing and agreeing with the principal contractor who has a similar duty to provide welfare facilities. For projects involving only one contractor, the contractor themselves must ensure that suitable welfare facilities are available.

The persons responsible for this compliance with the CDM regulations are:

- Managing Director, Andrew King
- Operations Director, Les Neil
- SHEQ Director, Lee Noon

Accidents / Action:

Accidents can be reported by the following methods:

by Internet reporting use hse.gov.uk or www.riddor.gov.uk

Reporting will be conducted by means of the following web links relevant to the topic which is being reported:

<https://notifications.hse.gov.uk/riddorforms/Injury#>

<https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence>

<https://notifications.hse.gov.uk/riddorforms/Disease>

Where we are required to report a specified/Fatal incident/Accident we may opt to use the available reporting telephone number: 0345 300 9923

Where there is a requirement to report an out of hours incident/fatality or requirement for an HSE officer to attend a workplace under our control we will use the service centre contract number : 0151 922 9235

The person(s) responsible for investigating accidents:

Administration Dept: Lee Noon – SHEQ Director

Site: Lee Noon – SHEQ Director

Person responsible for ensuring accident record book is kept up to date is:

Andrew King – Managing Director

Lee Noon – SHEQ Director

The "Accident" book is located in the main office.

First Aid / Action:

Trained Qualified First Aiders:

Contact: Les Neil

Designated First aiders are located in the office areas, and to all squads – These persons are subject to change at any time depending on the needs of the business.

First Aid boxes are located in the Main office, Yard Office and all company vehicles.

Alison Thomson is responsible for ensuring the first aid kit within office areas are fully stocked, audited and all

First Aid boxes are located in all company vehicles; Les Neil is responsible for their condition.

General Fire Safety- Action for checking:

Escape routes

See Fire Action Plan

Fire Extinguishers Checked

Once yearly

Fire alarms tested

Weekly – Verbal raise in office areas. Air horn in yard areas

House Keeping and Premises Actions

Cleanliness: *The employed cleaners are responsible for the general cleaning of the office together with cleaning the kitchen area and the toilets.*

Workshop/ Yard; *the workshop operatives are responsible for the general cleaning of the workshop and yard, this includes general clean ups throughout the work periods.*

All staff are required to use the facilities provided for cleanliness.

Waste disposal: *The cleaners are responsible for emptying of buckets and putting contents into waste disposal bags provided Workshop operatives undertake general clean ups throughout the work periods.*

Canteen/Food preparation areas: *It is the responsibility of all staff to ensure that the canteen is kept in a sanitary condition.*

Cleaning Equipment: *is kept kitchen area no other type of materials shall be stored here.*

Toilets: *It is the responsibility of all staff to ensure that the toilets are kept in a sanitary condition.*

Safe Stacking and Storage:

Office area, all filing cabinets must be left closed.

Boxes must not be stacked too high.

Workshop area, workshop benches drawers and doors must be left closed.

Materials in use must not be stacked too high.

Materials will also be stored in designated areas, which can be locked to prevent unnecessary spillage, or contamination.

Gases are secured in to lockable areas away from sources of ignition at all times.

Marking and keeping clear Gangways, Exits etc: *to be monitored by Les Neil: doors must be marked up with appropriate signs for action. Keep work places tidy and free from obstruction.*

Checking Office Equipment:

In the event of breakdown, only, suppliers / authorised / repairers will be allowed to effect repairs. No items of equipment should be left in a place, which could be deemed dangerous.

Checking Workshop Equipment:

In the event of breakdown, only, suppliers / authorised / repairers will be allowed to effect repairs. No items of equipment should be left in a place, which could be deemed dangerous.

Special access to particular places:

We deem paint & Gas storage areas as 'particular places' – Access is only permitted to authorised personnel.

Electrical Equipment / P.A.T. Action.

Routine for inspecting Plugs and Cables for loose connections and faults:

All staff should always remain vigilant and report any faults or loose connectors, to management who will arrange remedial action.

Rules for extension leads and Portable Equipment:

All Equipment to be used in compliance with manufacturer's instructions. Any extension leads permanently placed in what could be deemed a hazardous position, must be secured with cable guards and incorporate the use of an RCD unit.

Electrical Equipment (Office):

Require to be PAT tested every two years.

Electrical Equipment (Workshop/Site area):

Require to be PAT tested annually.

Special note: High usage equipment should be tested every six months.

Northern Steeplejacks Limited will have a competent member of staff check all Electrical Equipment throughout the whole company, as per the above recommendations using a PAT tester, with records kept. Where applicable, these tests will be carried out by an outside supplier.

House Keeping and Premises Action

Routine for Machinery / Plant

All staff should always remain vigilant and report any plant and machinery / plant faults to management who will arrange remedial action. All machinery will receive maintenance and records kept in accordance with the Provision and use of Work Equipment Regulations 1998 (PUWER 2)

Andrew King will ensure that all Plant / Equipment is maintained in line with manufactures instructions and legislative standards.

Les Neil and Lee Noon are responsible for ensuring all new equipment meets suitable legislative standards prior to purchase.

Aluminium Prefabricated Tower scaffold systems:

All staff should always remain vigilant and report any tower scaffolding components or board faults to management who will arrange remedial action. All scaffolding elements receive regular safety condition checks and records kept. Only persons trained, knowledgeable, competent and certified will erect or dismantle Aluminium Prefabricated tower scaffold systems.

Only persons trained, knowledgeable and competent will use any aluminium prefabricated tower access scaffold systems.

Manual Handling

The company undertakes to ensure that every step will be taken to avoid the need for employees to carry out Manual Handling Operations (MHO) which involves a risk of being injured. An individual policy in relation to manual handling is issued to all employees during their induction training.

A manual handling risk assessment is carried out on all significant manual tasks, training is delivered to all employees and suitable lifting equipment/mechanical aids are provided where necessary.

On Site Working

All on site working are managed by Les Neil and Lee Noon. Pre-start meetings will be held prior to the start of each project and tool box talks will take place at regular times throughout the works phase. Key hazards and risks will be discussed fully and any safety control required will be instated. Risk assessments for all identified hazards will be issued / explained and acknowledged by all company operatives prior to the start of the works.

Task and site-specific risk assessments are supplied to all operatives prior to commencement of works.

Site Specific & Task Specific Safe Systems of Work are provided to all operatives detailing the methodology and procedures for all works to be undertaken.

Training / Competence Action

Persons responsible for training:

Office: Alison Thomson

Site Operatives, Yard / Storage areas: Les Neil and Lee Noon

The Main training requirements for Northern Steeplejacks Edinburgh Limited lie within the office, the workshop / yard areas, and while carrying out client / works / maintenance activities etc.

The administration team under the supervision of the HR Director will ensure that all employees receive full induction training and that all training is monitored.

Operatives employed to undertake work on client sites in essence all work at height operatives will be fully qualified in working at height by means of NVQ Level II minimum certification, or Rope access trained holding a suitable alternative certification. Where apprentices are employed who are not fully qualified in the respective trades, these persons will be allowed to work at height only after training has been provided in house, and are at all times full supervised by qualified persons and foremen

Special training requirements in relation to the office personnel:

I.T. in General, Display Screen Equipment, Manual Handling, PPE, COSHH, Slips Trips Falls, General Safety Measures etc.

Special training requirements in relation to the Site personnel:

I.T. in General, Display Screen Equipment, Manual Handling, PPE, COSHH, Slips Trips Falls, General Safety Measures, Working at height equipment, power tools, general hand tools, access equipment, materials, Gases, Transportation and storage of dangerous materials and goods – Additional subjects and task.

Northern Steeplejacks Edinburgh Limited operatives training:

Specific Health & Safety training will be provided by competent persons (as set out below).

All Northern Steeplejacks Limited operatives receive as a matter of policy training in the following:

Emergency Procedures / Fire Safety

CDM 15 construction compliance

HSE construction site Top 10 hazards

Training Records: Records of all training are kept and updated as required. E.g., New equipment /machinery, staff turnover, new legislation, or changes within company procedures.

Visitors / Contractors / Disabled

All visitors are required to be signed, in and out of the premises. Meeting hosts are responsible for ensuring that their visitors know what action to take in the event of a fire-alarm or incident.

Meetings held with Disabled persons should be held where possible on the ground floor.

Meeting hosts should act as a "buddy" when they have a visitor with special needs and ensure they are assisted in the event of a fire-alarm or incident. Contractors must supply a method statement and an estimated a time for their works.

Advice and Consultancy

*Emergency medical advice
Environmental and Consumer Services*

*A & E Edinburgh Royal Infirmary
Midlothian Council (or during site works
Relevant local authority).*

*Health & Safety Executive Belford Rd, Edinburgh
Safety Consultant:*

0131 247 2000

*Peninsula Business Services
Victoria Place
Manchester, M4 4FB*

Where advice and consultancy is required on site, all Site documentation will detail the nearest Accident & Emergency and Minor injuries location to the site.

Asbestos

The company ensures that prior to starting any works, information is ascertained from the property owner / duty-holder of the site location in relation to the "Asbestos Register" and if any asbestos containing materials have been identified. Clarification is also ascertained as to which level of asbestos survey was undertaken. An individual asbestos policy is issued to all employees during their induction training.

Health Surveillance

All company operatives complete an annual health check form.

In the event of any additional health checks being required the company employs:

*Business Medical
9 Dewar House
Enterprise Way
Carnegie Campus
Dunfermline KY11 8PY
01383 733740*

WORK & ELECTRICAL EQUIPMENT, PLANT AND MACHINERY



All plant tools and equipment must comply with the Provision and Use of Work Equipment Regulations 1998 as amended 2002 and The Electricity at Work Regulations 1989 and other statutory provisions and Approved Codes of Practice (ACoPs).

All staff should remain vigilant at all times and report any plant and machinery/plant faults to management who will arrange remedial action. All machinery will receive maintenance and records kept in accordance with the provision and use of Work Equipment Regulations 1998 (PUWER 2)

Directors, Les Neil & Lee Noon will ensure that all Plant/Equipment is maintained in line with manufacturer's instructions and legislative standards and that PAT testing is carried out annually.

Directors, Les Neil & Lee Noon are responsible for ensuring all new equipment meets suitable legislative standards prior to purchase.

Northern Steeplejacks will ensure that all work equipment, plant tools and electrical equipment are maintained and a record of maintenance is retained.

The Director, Lee Noon is responsible for ensuring all work equipment, including electrical equipment, office-based equipment and all operatives' tools are subject to planned maintenance and Portable Appliance Testing (PAT). Test periods are set out in the table below.

Records will be kept of all work equipment and electrical equipment and the register is the responsibility of the supervisor, who will ensure a competent person carries out all testing of portable equipment within the periods/intervals as set out in the table below or sooner where the equipment used is subject to heavy usage and conditions likely to damage the equipment or will be subject to wear and tear. Reference should be made to the Procedures Manual Section HC 14 and Standard Forms SF 13 and SF 14.

Equipment/Environment	User Checks	Formal Inspection	Visual	Combined Inspection and Testing
Battery operated tools: (Less than 20 volts) Drills, circular saws		Yes		3 Monthly
Extra low voltage: (Less than 50 volts AC)e.g. telephone equipment, low voltage desk lights		No		No
Information technology: e.g. desk top computers, laptop computers, Visual display screens		Yes Annually		up to 5 years
Photocopiers, fax machines		Yes Annually		up to 5 years
Double insulated equipment NOT hand held but moved occasionally e.g. Fans table lamps, slide projectors		Yes 6 months – 1 Year		Up to 5 Years
Double insulated equipment HAND held e.g., floor cleaners, vacuum		6 months – 1 Year		No
Earthed equipment (Class 1) E.g. Electric kettles, microwaves, ovens		Yes 6 months – 1 Year		Yes 1 – 2 Years
Cables, leads, extension leads and plugs connected to the above		6 months -1 Year		1 – 2 Year

NB: Inspection and testing of equipment should also be carried out.

1. When there is reason to suspect the equipment is faulty or damaged but cannot be confirmed visually.
2. Any equipment that can be confirmed visually that damage or a fault has occurred.
3. After any repair, modification, or similar work to the equipment and its integrity needs to be established.

The competent person must keep a record of all tools inspected.

The supplier and/or hirer of any such equipment will be responsible for the provision of safe tools, plant and equipment and must be maintained in good condition.

Each piece of equipment must be supplied with current test certification and records of inspection etc.

Failure to supply current test certificates or records of the equipment will render the hire agreement as void and the tools must be returned without use.

Any tools or equipment hired or used for the first time will be subject to each person using that equipment to be trained in the safe operation of that equipment.

Only trained and competent persons will be allowed to use such equipment.

Tools plant and equipment that is not suitably maintained and of serviceable use, will not be used and must be reported to the supervisor responsible.

The work equipment will then be removed from service and a record of this action will be kept within the health and safety file.

Employees will report to management any damage to equipment, so that the item can be fixed.

All electrical equipment used (within the offices or on site) shall be P.A.T. Tested on an annual basis. Any high usage equipment, drills, saws, grinders etc, should be inspected every six months.

Hand and Power Tools

The hazards associated with hand and power tools are:

- (a) *Failure or disintegration of tools*
- (b) *Proximity to moving or cutting parts.*
- (c) *Flying particles*
- (d) *Heat and sparks*
- (e) *Electric shock*
- (f) *Crushing or pinching*
- (g) *Hand Arm Vibration Injuries (HAVs)*

Tools that are correct for the job, in a safe condition and used correctly will improve productivity as well as safe working conditions, e.g.:

- (a) *Wooden handles on tools must be free of splinters or cracks and solidly attached to their working heads. Suitable anti-vibration aids must be fitted to the tools*
- (b) *Electric power tools will be 110v only – Battery powered tools are a preferred option at all times.*
 - (c) *Electric leads will be maintained free of cuts, abrasions and kinks*
- (d) *Tools with exposed moving parts will be provided with guards to minimise exposure to operator*
- (e) *All power tools will be stopped and as applicable pneumatic, hydraulic, high pressure water or electrical supply disconnected to make any adjustments to the tool. All fuel powered tools will be shut down for re-fuelling*
- (f) *Impact type (percussion) tools will have suitable retainers to hold tool bits in place during operation*
- (g) *Extension or leverage increases will not be used on tool handles*
- (h) *Tools with 'mushroomed' striking faces must be replaced. If these faces are to be redressed, the tool shall be inspected for cracks and proper temper restored before re-using*
- (i) *Grinding wheel and cutting blades speed and size will be compatible with the speed and power capability of the driving shaft*
- (j) *All tools will be regularly inspected, repaired and lubricated as required to maintain them in a safe condition. Records will be kept of such inspections*
- (k) *Power activated tools will include safety features that will minimise the possibility of accidental operation*
- (l) *Personnel and protective clothing requirements for each type of tool will be established and enforced*
- (m) *Pneumatic / Water / Hydraulic hoses and electrical leads, leading to tools at work areas will be located or covered to protect them from external mechanical damage.*

The persons responsible for this section of the policy are:

- *Overall – Operations Director Les Neil*
- *Implementation and general compliance – Director, Lee Noon*
- *On-site compliance - Site supervisor*

Emergency / Fire Instruction

Designated Fire Warden – Office: Alison Thomson

Special Note: On site members of management or senior members of staff will be designated as wardens in the event of a fire.

Fire Alarms: within the office areas, a verbal audible alarm will be used, within the yard areas Air Horns will be used.

Fire alarms on site will be highlighted to site operatives as part of all inductions to site.

Staff should know where they are situated.
Corridors and exits must be kept clear at all times.

Fire occurring while building and yard areas are occupied:

- (1) In the event of a fire (No matter how small) sound the nearest fire alarm and contact the designated officer, giving the location he/she will contact the fire brigade.
- (2) The following action should be taken to prevent the fire spreading, pending the arrival of the fire brigade.
 - (a) Shut windows, close doors.
 - (b) If you think that the fire can be simply contained providing there is NO RISK TO YOURSELF use the nearest fire extinguisher.

No Persons shall use a Fire extinguisher unless they have been fully trained to do so, and are aware of extinguishers to be used on specific materials.

(c) Do not turn off Electricity unless considered necessary.

Evacuation procedure:

1. On hearing the fire alarm the designated officer should evacuate all staff and any others from the building by the nearest exit.
2. Where staff or visitors are not fully able bodied, these persons must be assisted to exit the building in the first instance and escorted to the muster point.
3. The building should be evacuated in an orderly manner by the nearest possible exit. **DO NOT RUN.**
4. Assemble in the area: **Opposite Front Building.**
5. The designated wardens will take a roll call of staff.
6. Do not collect personal belongings before vacating the building.

NO ONE SHOULD RE-ENTER THE BUILDING OR YARD AREAS UNTIL INSTRUCTED TO DO SO.

Fire Action Special Note: Lee Noon is responsible for ensuring fire extinguishers are located within all office and yard areas and in company vehicles.

CDM 2015 Construction / Site Activities Information

Principal Contractor Duties:

The Company recognises its principal contractor statutory duties under the Construction (Design and Management) Regulations 2015. All senior management receive CPD training on the duties, roles and responsibilities that must be complied with, both as a principal contractor and a contractor under the regulations relating to both Non-notifiable and Notifiable works.

Risk Assessments and Safe Systems of Work:

Site specific "Risk Assessment" and "Safe Systems of Work" for all work activities are undertaken by members of the health and safety committee and by Senior management and are held within separate company files.

All staff will be supplied with specific risk assessments, and safe systems of work, specific to their particular job activity.

Risk Assessment and Safe Systems of Work Management:

The Health & Safety Committee will undertake risk assessments on a yearly basis and/or in the light on new legislative requirements. The Health & Safety Committee are responsible for all risk reduction / control improvement actions.

The Management will ensure risk assessment findings are reported to all company operatives and that any actions required are implemented.

Personal Protective Equipment:

Equipment	Who Checks	How Often
Goggles	(Lee Noon/Les Neil)	As required (no time limit or amount of replacement)
Face Masks	**	**
Work Gloves	**	**
Ear Defenders	**	**
Hard Hats	**	**
Hi Viz Vests	**	**
Safety Boots	**	**
Harnesses/Lanyards	Daily by Operative/Monthly by Les Neil	
Abseil Equipment	** Operative before each and every use	
Overalls	(Lee Noon/Les Neil)	As required (no time limit or amount of replacement)

Note: Any defects or special needs must be informed to company management as soon as possible, and changed upon request for new equipment

Welfare & Sanitary conveniences:

Please note in order to ensure the wording is accurate and no misinterpretation can be made we have taken the following direct from the CDM 2015 Legislation.

Under CDM2015 Regulation 4(2)(b), 13(4)(c) & 15(11) Northern Steeplejacks Edinburgh Ltd Will ensure that we provide at our own premises, or where operatives are onsite they will have access to clients facilities or installed facilities as follows:

Sanitary services

(1) *Suitable and sufficient sanitary conveniences will be provided or made available at readily accessible places.*

(2) *So far as is reasonably practicable, rooms containing sanitary conveniences will be adequately ventilated and lit.*

(3) *So far as is reasonably practicable, sanitary conveniences and the rooms containing them will be kept in a clean and orderly condition. (by own users and employed specialists)*

(4) *Separate rooms containing sanitary conveniences will be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.*

Washing Facilities

(1) *Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, must, so far as is reasonably practicable, be provided or made available at readily accessible places.*

(2) *Washing facilities must be provided—*

(a) *in the immediate vicinity of every sanitary convenience, whether or not also provided elsewhere; and*
(b) *in the vicinity of any changing rooms required by paragraph 4, whether or not provided elsewhere.*

(3) *Washing facilities must include—*

(a) *a supply of clean hot and cold, or warm, water (which must be running water so far as is reasonably practicable);*

(b) *soap or other suitable means of cleaning; and*

(c) *towels or other suitable means of drying.*

(4) *Rooms containing washing facilities must be sufficiently ventilated and lit.*

(5) *Washing facilities and the rooms containing them must be kept in a clean and orderly condition.*

(6) *Subject to paragraph (7), separate washing facilities must be provided for men and women, except where they are provided in a room the door of which is capable of being secured from inside and the facilities in each room are intended to be used by only one person at a time.*

(7) *Sub-paragraph (6) does not apply to facilities which are provided for washing hands, forearms and the face only.*

Drinking water

(1) *An adequate supply of wholesome drinking water must be provided or made available at readily accessible and suitable places.*

(2) *Where necessary for reasons of health or safety, every supply of drinking water must be conspicuously marked by an appropriate sign.*

(3) *Where a supply of drinking water is provided, a sufficient number of suitable cups or other drinking vessels must also be provided, unless the supply of drinking water is in a jet from which persons can drink easily.*

Changing rooms and lockers

(1) *Suitable and sufficient changing rooms must be provided or made available at readily accessible places if a worker—*

(a) *has to wear special clothing for the purposes of construction work; and*

(b) *cannot, for reasons of health or propriety, be expected to change elsewhere.*

(2) Where necessary for reasons of propriety, there must be separate changing rooms for, or separate use of rooms by, men and women.

(3) Changing rooms must—

(a) be provided with seating; and

(b) include, where necessary, facilities to enable a person to dry any special clothing and any personal clothing or effects.

(4) Suitable and sufficient facilities must, where necessary, be provided or made available at readily accessible places to enable persons to lock away—

(a) any special clothing which is not taken home;

(b) their own clothing which is not worn during working hours; and

(c) their personal effects.

Facilities for rest

(1) Suitable and sufficient rest rooms or rest areas must be provided or made available at readily accessible places.

(2) Rest rooms and rest areas must—

(a) be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time;

(b) where necessary, include suitable facilities for any woman at work who is pregnant or who is a nursing mother to rest lying down;

(c) include suitable arrangements to ensure that meals can be prepared and eaten;

(d) include the means for boiling water; and

(e) be maintained at an appropriate temperature.

Ladders – Steeplejack, Extension, Telescopic:

All ladders will be regularly inspected for their condition and a record kept on a weekly basis detailing which ladders are in use, the safety check will be indicated on every ladder by means of a signature and date.

Ladder records detailing date of periodic inspection are maintained, in addition to weekly registers detailing which ladders are in use.

Safe Laddering Procedures

Provision and use of secure tying points

All ladders must be inspected before use. Ensure inspection records are up to date. Defective ladders must not be used. Any ladders deemed unsafe to use (checked by a competent person) Must be reported to the Operations Director and taken out of service and be repaired or destroyed.

All Structures

If threaded inserts are in place, then screw-in eyebolts are to be used.

Any fixed hooks or eyes that are attached can be used if they are in good condition.

Drill a 14mmØ hole into good masonry or brickwork, approximately 1 metre from the base.

Drilling into mortar joints may be permitted if they are very thin (less than 5mm) e.g., Ashlar joints, Granite stone or engineering brick – this should only be done in extreme circumstances.

Screw in one M12 size steel ring bolt with anchor sleeve until tight – Pull resistance tests must be carried out in order to ensure eyebolt is secure enough to tie off ladders.

Attach the ladder using 8mm or 10mm Ø white staplespun lashing.

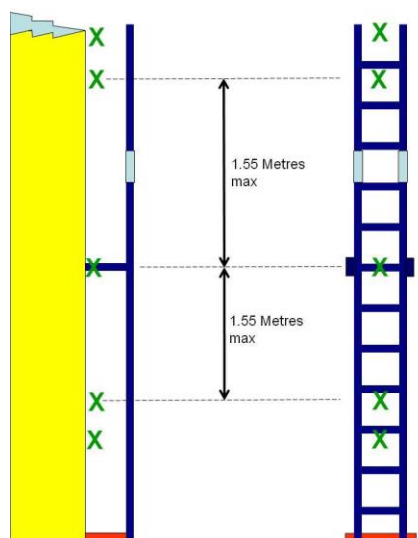
Ascend the ladder to the second suitable tying point and repeat the procedure.

Threaded $\frac{3}{4}$ " inserts may be used (concrete structures) in place of drilling if they are in place and in good condition.

All fixed ladder access should be checked. Inspect welds, bolts, back restraint cages and rungs.

Gantry platforms should be examined underneath before using. Check all brace and support steelwork, check flooring, handrails, safety gates and hooks

Ladders will be installed vertically as follows using suitable anchor patterns to allow ladders to be secured at a maximum distance of 1550mm between each anchor point.



Where ladders are being installed on structures where anchor points are permanently installed, operatives will secure ladders to all available anchor's positions once a full visual and pull resistance test has been carried out.

Erecting ladders – use of static safety line

Before erecting ladders, all equipment must be inspected before use. Ensure all test certificates and inspection records are up to date. Under no circumstances should ladders and associated safety equipment be used if it is not certified safe to use.

The safety line is to be looped over the top sockets of the ladder. (Safety lines must be 11-12mmØ braided nylon rope and be in good condition with no nicks or worn areas).

Please note: If the ladders are in place for more than one day, then the base ladder must be elevated approximately 300mm from ground to allow removal at the end of each day.

The operative should then attach the 'Rocker' safety fall arrest device to the vertical line looped over the top of the ladder then ascend to the next eye or hook. Once in position, the operative should attach the work positioning retractable hook to the styles of the ladder so that there are two points of contact and that both hands can be used to tie the ladder safely.

Once the first ladder has been secured the operative should position himself on the top of the ladder then attach the double lanyard to the eye or hook above.

The loop of the safety line can then be placed over the top of the next ladder and hoisted up and placed into the top sockets of the first ladder. The first or base tie can then be carried out.

Ensure that all slack has been taken in on the safety line before ascending to the next tie position.

This process is to be repeated for each ladder. A new independently tied safety line is to be introduced for every 20 metres of the structure.

No more than two operatives are to be attached at one time to each 20 metre length of safety line.

Ladders should be hoisted one at a time using a rope pulley system.

A daily assessment of wind strength should be carried out before starting and an adequate area cordoned off around the base of the structure to protect other personnel and ground staff.

Carry out the above procedures in reverse to dismantle the ladders on completion of the works.

Once the ladders have been erected, the end of the static safety line should then be tightly anchored to the base ladder.

A new safety line is to be introduced for every 20 metres of ladders erected and anchored independently of the previous line to avoid excessive rope stretch under load.

At ground level the operative is to attach a 'Petzel Rocker' shunt device to the safety line. The rocker device is to be connected to the chest 'D' ring attachment of the operative's full body harness before ascending ladders.

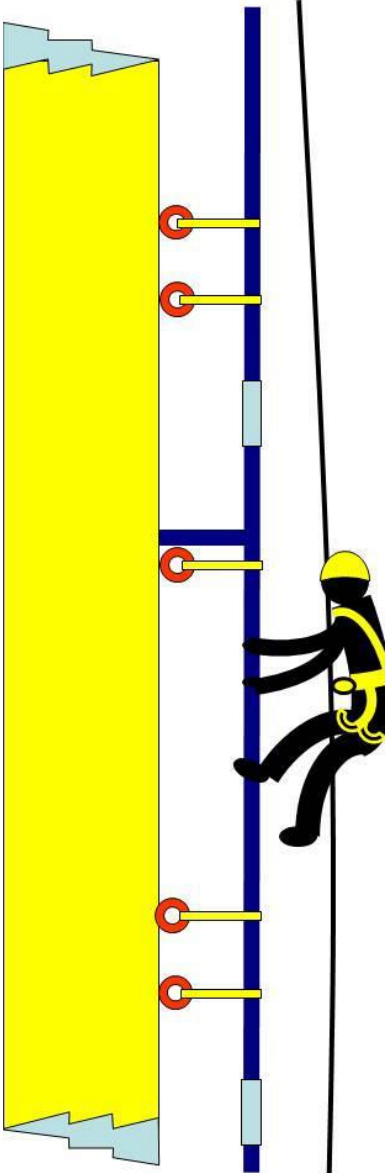
When transferring from the ladders to the Bosuns chair, the operative must utilise the double hook and lanyard attached to the back 'D' ring of the harness by attaching to the safety ring on the Bosuns chair before disconnecting the rocker device.

All lines, attachments and devices must be checked before each use. Any worn or damaged components are to be replaced immediately by competent, authorised persons.

All tools required to carry out all duties during the works, must be secured to the employee's harness in order to prevent tools falling to ground level.

The above instructions must be strictly carried out to ensure that the operative is safely connected when working at height at all times.

Please note: Ultrasonic thickness test are to be carried out to ensure that the chimney is substantial enough to be climbed.



All Structures – Extension/Leaning Ladders/Telescopic

Leaning ladders

When using a leaning ladder to carry out a task:

- *Ladders should be secured to tie points, footed or attached to structural elements in order to ensure full stability at all times whilst using ladders. Fall arrest measures including work at height harness with lanyards and safety line will be installed to the ladders during all working at height.*
- *Only carry light materials and tools – read the manufacturer's labels on the ladder and assess the risks – Risk assessments for ladders are included in this document, however variations may be required on site which must be documented.*
- *Don't overreach – make sure your belt buckle (or navel) stays within the stiles*
- *Make sure the ladder is long enough or high enough for the task*
- *Don't overload the ladder – consider your weight and the equipment or materials you are carrying before working at height*
- *Check the pictogram or label on the ladder for any advisory information*
- *To help make sure the ladder angle is at the safest position to work from- you should use the 1-in-4 rule. This is where the ladder should be one space or unit of measurement out for every four spaces or units up (a 75° angle)*
- *Always grip the ladder and face the ladder rungs while climbing or descending – don't slide down the stiles*
- *Don't try to move or extend the ladder while standing on the rungs*
- *Don't work off the top three rungs. Try to make sure that the ladder extends at least 1 metre or three rungs above where you are working*
- *Don't stand ladders on movable objects, such as pallets, bricks, lift trucks, tower scaffolds, excavator buckets, vans or mobile elevating work platforms*
- *Avoid holding items when climbing (consider using a tool belt)*
- *Don't work within 6 m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. Use a non-conductive ladder (eg fibreglass or timber) for any electrical work*
- *Maintain three points of contact when climbing and wherever possible at the work position.*
- *Where you cannot maintain a handhold, other than for a brief period (eg to hold a nail while starting to knock it in, start a screw etc), you will need to take other measures to prevent a fall or mitigate the consequences if one happened*
- *Secure the ladder (eg by tying the ladder to prevent it from slipping either outwards or sideways) and have a strong upper resting point (ie do not rest it against weak upper surfaces such as glazing or plastic gutters)*
- *Consider using an effective stability device (a device which, if used correctly, prevents the ladder from slipping, some types of ladders come with these)*

Telescopic ladders

- *Telescopic ladders are a variation of leaning ladders but remember that they don't all work in the same way.*
- *They should always be used, stored and transported with care and kept clean. In addition to following this guidance, it's important you read and follow the user instructions provided by the manufacturer.*
- *Before every use – in addition to the normal ladder checks – make sure they are operating correctly and that the mechanisms that lock each section are working properly.*

- *Always follow the user instructions regarding the opening and closing procedure. Be aware of the potential for trapping fingers between the closing sections. Remember some of the important parts are inside where they cannot be seen. If you are in any doubt, do not use them.*

Stepadders

- *When using a stepladder to carry out a task:*
- *Check all four stepladder feet are in contact with the ground and the steps are level*
- *Only carry light materials and tools*
- *Don't overreach*
- *Don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold*
- *Ensure any locking devices are engaged*
- *Try to position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on, eg in a retail stock room when you can't engage the stepladder locks to work face on because of space restraints in narrow aisles, but you can fully lock it to work side on*
- *Try to avoid work that imposes a side loading, such as side-on drilling through solid materials (eg bricks or concrete)*
- *Where side loadings cannot be avoided, you should prevent the steps from tipping over, eg by tying the steps. Otherwise, use a more suitable type of access equipment*
- *Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder*
- *When deciding whether it is safe to carry out a particular task on a stepladder where you cannot maintain a handhold (eg to put a box on a shelf, hang wallpaper, or install a smoke detector on a ceiling), the decision needs to be justified, taking into account:*
- *the height of the task*
- *whether a handhold is still available to steady yourself before and after the task*
- *whether it is light work*
- *whether it avoids side loading*
- *whether it avoids overreaching*
- *whether the stepladder can be tied (eg when side-on working)*

Combination and multi-purpose ladders

- *Combination and multi-purpose ladders can be used as stepladders, a variation of stepladders or leaning ladders. Combination ladders are sometimes referred to as 'A' frame ladders.*
- *These types of ladders can be used in a variety of different configurations. You should:*
- *check to ensure that any locking mechanism is properly engaged before use*
- *always recheck the locking mechanism if the setup of the ladder is changed*
- *on three-part combination ladders, never extend the top section (the section extending above the A frame) beyond the limit marked on the ladder and specified in the user manual*



Figure 1 Ladder showing the correct 1 in 4 angle (means of securing omitted for clarity)



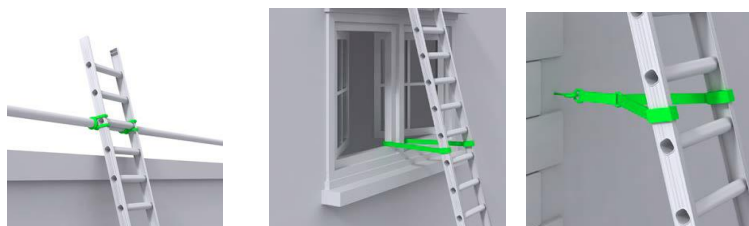
Figure 2 Correct – user maintaining three points of contact



Figure 3 Incorrect – overreaching and not maintaining three points of contact



Figure 4 Correct – use of a stand-off device to ensure a strong resting point. Do not rest a ladder against weak upper surfaces such as glazing or plastic gutters.



Correct and preferred tie offs for leaning/extension ladders

CoSHH - Dangerous Substances

All CoSHH related substances are stored in a metal cupboard in room adjacent within the main yard. Hazard sheets for all substances used are identified and held within a separate company file. All staff will be supplied with CoSHH risk assessments specific to their particular job activity. Lee Noon is responsible for carrying out all CoSHH assessments and ensuring all actions identified are implemented. Lee Noon will check the safety implications of all new substances before they are incorporated into the workplace.

On Site Working

All staff using company vehicles for company business must ensure (agree) that they abide by the Highway Code, and in particular observe all speed limits. All drivers permitted to use company vehicles will sign the company handbook and pool vehicle handbook.

Always drive carefully during company time, stop if you feel tired or unwell
Mobile phones should be switched off while driving, catch up on messages / use Mobile Phones when stopped only.

*Vehicles fitted with hand free kits are permitted to use the phone, however adjustments or programming must not be carried out whilst vehicle is in motion.

Company Vehicles

Company operatives must ensure that the vehicle they are using is in proper working order (Tyres, lights etc) before taking to the road, any defects must be reported to management who will arrange immediate action to remedy any faults. Defects will be documented on vehicle inspection records issued by the office on a weekly basis, and to be completed by the nominated driver and returned to Les Neil.

Young Persons

Because of their lack of experience, or absence of awareness of existing or potential risks or because they have not yet fully matured. Young persons may not be employed in a variety of situations enumerated in the "Young Persons at Work Regulations" these are as follows:

- Young persons must work under supervision at all times.
- Young persons are not permitted to drive transport or lifting equipment unless fully trained and supervised, with written consent of the management.
- The asbestos regulations prohibit young persons from becoming involved in any process where asbestos dust may be present.
- No young person can be involved in the application of lead paint or finishing.
- No young person can be allowed to operate circular saws, bench grinders or plant machinery unless training has been successfully completed with the approval of the HSE. They must be supervised in this practise at all times.

A definition of a young person is that of someone who has not attained the age of 18.

Lone Working Actions

Lone Working:

Persons carrying out "lone working" re, working at site / travelling to site / carrying out workshop processes etc.

Key points to remember in relation to your personal safety:

Senior management will instruct the lone worker in tasks that they are permitted to undertake.

Lone workers must maintain contact with the office/Line manager at all times, and also whilst on site with the site contact.

Lone workers must be aware of their surroundings at all times, and not allow themselves to be placed into situations where aggression or violence can occur.

At no time will a lone worker operate powered equipment such as stihl saws or angel grinders, or burning equipment.

Lone workers will at no time carry out working at height unless accompanied by a client representative trained in working at height – this is to allow minimal work tasks (Inspection of flat roof areas, access requirements etc only)

Consultation with Employees

There are regular health and safety meetings with all staff together with the dissemination of information via notice boards, direct verbal communication and electronic mail etc. There is regular consultation with the company safety representatives. All consultation is targeted to be delivered in good time. An individual policy in relation to consultation with employees is issued to all employees during their induction training.

A dedicated Health & Safety committee will meet on regular basis, in order to discuss recent incidents, future implementations and proposals to the senior management.

Fire and Emergency Arrangements



Fire risk prevention will follow the requirements of the Construction (Design and Management) Regulations 2015, The Regulatory Reform (Fire Safety) Order 2005, The Management of Health & Safety at Work and Fire Precautions (Workplace)(Amendment) Regulations 2003, Scottish Fire Safety Regulations 2022.

The Director, Lee Noon is responsible for ensuring the undertaking of Fire Risk Assessment at the office premises and will be recorded in accordance with the Management of Health and Safety at Work Regulations 1999.

The Risk assessment will be reviewed annually and/or when any changes have occurred that reflects any significant change in those conditions.

Arrangements will be made for:

- Communication with Emergency Services
- First Aid arrangements
- Fire fighting capability
- Assembly arrangements
- Drills and exercises
- Inspection
- Maintenance
- Records

For further details reference must be made to the Company's Health and Safety Procedures Manual (OHSAS 18001 Manual)

The persons responsible for this section of the policy are:

DESIGNATED FIRE WARDEN

- **Office:** Alison Thomson overseen by Lee Noon
- **Site:** In the absence of senior managers, site foremen will undertake the role of Fire Wardens

FIRE EXTINGUISHERS

- Director, Lee Noon is responsible for ensuring fire extinguishers are on site and in company vehicles where applicable and are checked annually. This is carried out with constant information relating to these matters being relayed from the site supervisors and/or the designated vehicle drivers.

FIRE ACTION PLAN

- All fire action plans within the office are the responsibility of Director, Lee Noon
- All fire action plans on site are the responsibility of the site supervisor.
- All fire alarms are to be tested weekly by the designated fire warden/supervisor.

REPORTING OF ACCIDENTS & DANGEROUS OCCURANCES



Certain injuries, dangerous occurrence and disease are required by law to be reported to Health & Safety Executive (HSE) as per The Reporting of Injuries and Dangerous Occurrence Regulations 2013 (RIDDOR 2013).

It is the Northern Steeplejacks 's policy to investigate all accidents and near misses. Where the risk element is high, establish the immediate and underlying causes and, where reasonably practicable, recommend measures to prevent a re-occurrence.

In all such circumstances, the safety consultant will be requested to attend site as soon as possible to carry out an investigation on the company's behalf.

5.1 Accident Injury Reporting Procedures

Introduction

All work activities are covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

- *All employees and self- employed persons are included.*

Scope of Regulations

- *Fatal Accidents*
- *Serious injuries or acute illness*
- *Accidents involving more than 7-day's absence from work or from normal work duties.*
- *Occupational diseases*
- *Dangerous Occurrences*
- *Gas Incidents*

5.1.3 Internal Notification Procedures

- *Any accidents must be reported to the Supervisor on the Company Accident Report Form.*
- *The Site Supervisor shall then investigate the incident and complete his part of the report form.*
- *The report should then be passed to the Company Secretary/Director or Managing Director.*

5.1.4 External Notification Procedures

Any accidents or dangerous occurrences in the scope of the above schedule to be reported to the Health and Safety Executive via:

Incident Contact Centre

<https://notifications.hse.gov.uk/riddorforms/Injury#>

<https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence>

<https://notifications.hse.gov.uk/riddorforms/Disease>

Where we are required to report a specified/Fatal incident/Accident we may opt to use the available reporting telephone number: 0345 300 9923

Where there is a requirement to report an out of hours incident/fatality or requirement for an HSE officer to attend a workplace under our control we will use the service centre contract number : 0151 922 9235

Persons responsible investigation accident are:

- Office: Alison Thomson.
- On site: Lee Noon – and by Perses Ltd (if Appropriate)

Person responsible for ensuring accident record book is kept up to date is:

- Managing Director Andrew King

The accident book is located in the main office.

General Safety Rules

The Office:

- *Keep work places tidy and free from obstruction.*
- *Do not allow rubbish to accumulate.*
- *Do not obstruct access to doorways, fire appliances or exits.*
- *Keep all circulation routes completely clear.*
- *Do not for any reason stand on desks or chairs.*
- *Position all furniture so that cables do not become tripping hazards.*
- *Do not carry loads that might obscure your view.*
- *Do not read documents while walking or going up/down stairs.*
- *If you spill any substance, clean it up immediately.*

The Workshop / Yard Areas:

- *Keep all workshop / yard areas tidy and free from obstruction.*
- *Do not allow rubbish to accumulate.*
- *After use always lock away any Hazardous Substances.*
- *Do not obstruct access to doorways, fire appliances or exits.*
- *Always follow correct procedures when using workshop machinery.*
- *Do not carry loads that are obviously too heavy – get assistance.*
- *If you spill any substance in any area of the workshop, clean it up immediately.*
- *Never stack materials too high or in an unstable manner.*
- *Do not carry objects which obscure your view*
- *Always ensure you use the appropriate PPE for all workshop/Yard tasks.*

The Site Works:

- *Keep all site works tidy and free from obstruction (Good House keeping).*
- *Never park any vehicle within the works area where it creates a hazard.*
- *Do not allow rubbish to accumulate.*
- *Always follow correct procedures when using site machinery.*
- *Do not carry loads that are obviously too heavy – get assistance.*
- *If you spill any substance in any area of the site, clean it up immediately.*
- *Never stack materials too high or in an unstable manner.*
- *Always ensure you use the appropriate PPE for all site work tasks.*
- *Never use any equipment that you have not been trained for.*

Training

In order to continually assess the competence level of all managers, employees and sub-contractors, Northern Steeplejacks adopts a Training Needs Analysis (TNA) programme and regular employee personal assessments.

Each employee will be trained to the required as determined by the Construction Skills scheme and at all times will work to the current Steeplejack/Lightning protection industry standards.

We will require all operatives to be NVQ Level II minimum certified and qualified (or suitable alternative as we see fit) in addition to relevant accredited certification scheme (CSCS). Northern Steeplejacks will also ensure that additional training is provided and maintained relevant to the employees' trades (IPAF/PASMA/Asbestos Awareness)

All company directors, managers and supervisors will be part of the company's Continual Professional Development (CPD) program and will also maintain a high level of ongoing training, in particular to Health & Safety and all relevant industry standards and legislation.

The Operations Director Les Neil will identify the training requirements for each employee with regard to his job specification and competence levels along with any safety related training required.

As a minimum, Steeplejack/Lightning Protection operatives will undergo asbestos awareness training annually which is approved by the United Kingdom Asbestos awareness Training Association.

All Training shall be delivered by Northern Steeplejacks Edinburgh Ltd approved training partners such as.

CITB – Residential Training – National Construction College, Bircham Newton

OSAT – Onsite Training and Assessment in line with Steeplejack/Lightning Protection Engineer training as delivered on Residential course.

ARCO Services – Confined Spaces Training

Independent Training Solutions Ltd – Classroom based training courses (SMSTS etc)

Additional training providers will be allocated dependant on the training provided and requirements of the company.

The training programme divides into four main categories:

- 1. Induction Training for new starters, e.g. Company and industry safety procedures, site safety awareness, working at heights and use of access equipment, Safe use of tools plant and equipment, et cetera.*
- 2. Skills training including specialist provider training. plant operators, work equipment, first aid, manual handling, noise, CoSHH awareness, risk assessment et cetera.*
- 3. Site based modular training or "Toolbox Talks" covering, asbestos awareness, safe use of tools and equipment, working at heights, hot work, confined spaces, permit to work systems et cetera.*
- 4. Safety management training covering company policies and procedure, risk assessment procedures, et cetera.*

In addition to the above the company will at all times ensure that:

- Training records are recorded and placed with each individual personal record and updated as required.,*
- Refresher training will be highlighted during review of personal training files at regular intervals and in conjunction with the training needs analysis.*
- The identification of suitable training is the responsibility of the Directors with assistance from the company safety advisors.*

Policy Review.

Northern Steeplejacks Ltd are committed to excellent Health & Safety Management and with the assistance of the Safety Consultant will review the health and safety policy annually and/or when new legislation or directives, ACoPs and guidance are introduced or when changes in company activities are introduced as industry best practice.

Special Instruction Actions.

Health & Safety Regulations Information Instruction:

All staff are required to read and acknowledge this Policy together with any other health and safety documentation supplied, as they are indelibly linked to this Policy and must be adhered to.

Smoking

Northern Steeplejacks Limited expects all its employees to follow the requirements of the Smoking Health & Social care (Scotland) act 2005.

Smoking is not permitted in company vehicles, nor in company work areas. A designated smoking area is provided and highlighted at the point of induction to the company.

Site operatives will adhere to all site-specific rules regarding smoking and designated smoking areas at all times. These will be communicated to the operatives at point of site induction.

Alcohol and Drugs

The Company accepts alcoholism, drug abuse and other conditions can be successfully treated. The Company agrees it will assess an employee with these types of conditions to ensure they receive the same consideration and opportunity for treatment that is given to that of any of its employees with other types of illness.

Our concern shall not limit itself to the effects of alcohol or drug abuse on the employee's job performance but rather all behavioural medical problems that may affect the employee or others. Employees who suspect they have an alcohol, drug or associated mental illness will be encouraged to seek voluntary medical treatments.

The Company also operates in conjunction with our Health & Safety assistance providers a confidential employee assistance programme, which enables them to seek advice confidentially.

Northern Steeplejacks Ltd operates a sperate Drugs & Alcohol policy which is available upon request.

Medical Examinations / Health Surveillance

Where deemed necessary, due to the nature of the job envisaged, a prospective employee may be asked to attend a pre-employment medical examination. If circumstances, such as high sickness rates, specific symptoms etc., that indicate there could be a problem in the workplace, the employee concerned shall require to be medically examined to establish the cause of such.

Noise

Health surveillance is carried out annually for all operatives. Operatives are trained in evaluating the requirements for specific hearing protection dependant on the manufacturers recommended exposure times, including decibel levels for equipment. We will provide free of charge PPE suitable for the task, however the operative must visually inspect all hearing protection on a daily basis in order to ensure it id fit for purpose. Damaged equipment must be highlighted to senior management prior, for replacement.

* Report to Andrew King, Les Neil or Lee Noon anything you think may cause an accident *

Northern Steeplejacks Limited gives the highest priority to health and safety, any employee failing to maintain company policy in this regard will be subject to disciplinary action.

Next Review Date is December 2024 or sooner in the event of Legislation change, Management Structure changes, or in the event of Procedural implementations that may affect any of the above.

